

DEPARTMENT OF SOCIAL SERVICES

4 P Street, Sacramento, CA 95814
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January 4, 1984

ALL-COUNTY LETTER NO. 84-05

TO: ALL COUNTY WELFARE DIRECTORS
 ALL COUNTY AUDITORS
 ALL COUNTY FISCAL OFFICERS
 ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming instructions for the October-December 1983 quarter. Included are instructions related to: Other County Social Services, Adoptions, WIN and Public Assistance Food Stamps.

The following forms are to be used for the October-December 1983 quarter claims. Forms denoted as revisions or as new will be forwarded to the counties separately.

<u>FORM</u>	<u>REVISION DATE</u>	<u>FORM</u>	<u>REVISION DATE</u>
DFA 325.1	7/82	DFA 327.7	7/83
DFA 325.1A	7/81	DFA 327.7A	10/83**
DFA 325.2	7/83	DFA 327.8	10/83*
DFA 325.3	10/83*	DFA 327.8A	7/83
DFA 325.4	7/83	DFA 327.8B	7/83
DFA 325.4A	7/83	DFA 327.8C	7/83
DFA 325.4B	10/83*	DFA 327.8D	7/83
DFA 327.1	10/83*	DFA 403	7/82
DFA 327.2	10/83*	DFA 50	11/82
DFA 327.3	1/83	DFA 419	1/83
DFA 327.4	10/83*	DFA 43	1/83
DFA 327.5	7/83	DFA 46	10/83*
DFA 327.6	10/83*	DFA 47	10/83*
		DFA 323	7/83
		DFA 856	4/82

*Indicates revisions this quarter

**New

Other County Social Services (OCSS)

All-County Letter No. 83-112, dated October 28, 1983, provided counties with time study instructions for the Preplacement Preventive Services Programs (Emergency Response and Family Maintenance).

The Social Services Time Study Summary, DFA 47, has been revised to reflect those programs.

OCSS Direct Costs DFA 325.3

Effective with the October - December 1983 quarter the service funded activities (direct costs) for the Emergency Response, Family Maintenance, Family Reunification, and Permanent Placement Programs will no longer be coded to the individual program. Instead, costs are to be identified to the specific service, i.e., transportation, respite care, etc. and claimed as OCSS/Children in the Program column on the DFA 325.3.

For the remaining OCSS services programs (Information and Referral, Adult Protective Services/Out of Home Care, Optionals, etc.) and the EA-ANEC Program, counties are to continue to identify costs to the specific program when claimed on the DFA 325.3.

Adoptions

All-County Letter No. 83-113, dated November 1, 1983, provided counties with specific time study instructions for the Adoption/Adoption Assistance Programs. The required separation and identification of certain adoption activities has created two additional time study categories. These have been included on the DFA 47 on Line O, Foster Care Adoptions, and Line P, Adoptions Generic. Also Line N, Adoptions, has been redesignated General Adoptions. These changes have been carried forward throughout the administrative claim.

WIN

Counties are advised that effective October 1, 1983 the costs of WIN Exempt/Nonexempt Exams are no longer eligible for 100 percent federal financial participation (FFP). Instead, such costs will be subject to the normal 90 percent rate of FFP, requiring a 10 percent county match. The DFA 327.4 WIN Modification and the DFA 327.6 have been revised to reflect this change.

Public Assistance Food Stamps

Action Transmittal No. SSA-AT-83-14 was issued on August 2, 1983 by DHHS. Its purpose was: "To notify state agencies...that effective October 1, 1983 AFDC funds as authorized by Title IV A...will not be available for funding the federal share of those costs that are unique to food stamp eligibility determination". The federal share of these costs are now to be borne by the Department of Agriculture. For California, an interim rate of 18 percent of the Federal AFDC casework, support and EDP costs has been agreed upon by DHHS and USDA as the costs attributable to the Food Stamp Program.

A new form for capturing these costs, DFA 327.7A, Eligibility and Nonservice Federal Funding Modification Worksheet, has been included in the Administrative Expense Claim beginning with the October - December 1983 quarter. The data collected on this form is intended only for use by DSS in adjusting Title IV-A totals for federal reporting and is not extended to other forms in the claim.

Counties should be aware that the state share of these identified Public Assistance Food Stamp costs will continue to be charged against their AFDC cost control allocations.

DFA 403 - Full-Time Equivalents (FTE)

It has been brought to our attention that counties have been incorrectly computing FTE's on the DFA 403. Counties are reminded that the correct completion of full-time equivalents for all categories of staff is essential. Average salaries are computed from these figures and used in the cost control/budgeting process. Incorrect FTE reporting will cause a distortion. The total full-time equivalency of part-time staff, and number of full-time staff cannot exceed the number of completed time studies (or support staff in the counting month). If part-time staff are shown, the FTE's should be less than the number of completed time studies. Counties may wish to check prior quarters and submit corrected DFA 403 pages, if incorrect. (Refer to All-County Information Notice I-13-77 for determination of eligibility and service staff FTE's; ACL 80-39 for methodology for determining FTE support staff).

Claiming Form Changes

DFA 47 - Social Services Time Study Summary and Program Allocation Ratios Programs realigned to agree with DFA 46 time study instructions issued in All-County Letters No. 83-112 and 83-113. Adoptions has been redesignated as General Adoptions. Lines have been included for Foster Care Adoptions and Adoptions Generic. Other County Only Programs and General Relief have been combined into a single line.

DFA 325.3 - Identification of Direct Costs - Social Services Codes for Other County Social Services have been deleted both as footnotes and as a column. Please identify costs to services provided and to OCSS in the Program column.

DFA 325.4B - Staff Development Social Services Program Distribution - Part 3 All programs have been realigned to agree with changes made to the DFA 47. Appropriate footnote changes have been made.

DFA 327.1 - Social Services Program Distribution Programs realigned to agree with the DFA 47 with appropriate footnote corrections reflecting the changes.

DFA 327.2 - Eligibility and Nonservice Program Distribution The Summary Column, Column 8, heading has been corrected to read "Total Eligibility and Nonservices Staff Development".

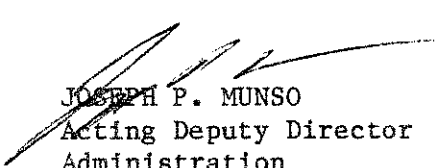
DFA 327.4 - Services Modification Worksheet Line 7, Subtotal, has been deleted and Part I realigned. Line G, Exempt/Nonexempt Exams, Column 4 has been opened to allow county sharing in costs. The heading of Column 2, Federal Share, has been changed to eliminate 100 percent federal participation. Footnotes have been changed accordingly.

DFA 327.6 - Social Services Fund Distribution Report Programs have been realigned to correspond with the DFA 327.1. The WIN Exempt Exam line has been deleted to agree with the DFA 327.4. Footnotes have been changed as appropriate.

DFA 327.7A - Eligibility and Nonservice Federal Funding Modification Worksheet This form is designed to collect food stamp expenditure information previously reported as Title IV-A costs. It is required for compliance with federal reporting.

DFA 327.8 - Total Expenditure Fund Distribution Report Includes footnotes and funding source corrections.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at 916/445-7046 or ATSS 8/485-7046.



JOSEPH P. MUNSO
Acting Deputy Director
Administration

cc: CWDA